



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN:

**SUPERVISING REGISTERED NURSE /
UNIT SUPERVISOR**

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| WORKING TITLE | RESIDENCE MANAGER |
| SALARY RANGE(S) | SUPERVISING REGISTERED NURSE* Range T: \$7,258 – \$9,089 <i>per month*</i> UNIT SUPERVISOR* Range S: \$6,658 – \$7,230 <i>per month*</i> <small>* Consideration will be given to both classifications when filling this vacancy. *The Starting Salary applies to those first entering State Service. The Maximum salary is typically for State Employees who meet the criteria for Annual Merit Salary Adjustments in increments of 5% until the maximum salary is attained.</small> |
| TENURE/TIME BASE | Limited Term (12-Months)/Full Time* <small>*Positions are being filled Limited Term and may have the potential of becoming permanent.</small> |
| PROGRAM/DEPARTMENT | Nursing Facility (NF) |
| FINAL FILING DATE | Until Filled |

DESCRIPTION OF DUTIES:

The Sonoma Developmental Center has immediate vacancies for Supervising Registered Nurses and/or Unit Supervisors. The position reports to the Program Director or designee and is responsible for the management and supervision of a residence on a 24-hour basis. Typical duties of may include directing all routine nursing activities of residence staff and overseeing total nursing care during a 24-hour period; participating in the quality assurance and quality improvement process; maintaining a safe, sanitary, and therapeutic environment which promotes respect and dignity and protects the privacy, rights, confidentiality and physical/emotional well-being of clients; communicating and carrying out the facility's mission, goals, and objectives and explains staff roles in their implementation; monitoring compliance with various standards of client care; responsible for orientating, training, scheduling counseling and evaluating the performance of assigned personnel; participating in training programs and attending training as required; responding to emergencies that involve the use of medical/behavioral intervention techniques; assisting clients in all activities of daily living such as bathing, dressing, grooming, and dining--these duties include lifting, positioning, and client mobility; assisting staff in clients' occupational, recreational, vocational and educational therapy programs; attending and participating in training as required; other duties as assigned.

WHO MAY APPLY:

Applicants must possess Civil Service Eligibility and must meet the minimum qualifications of this classification to be qualified. Eligibility may consist of one of the following: list eligibility, lateral transfer or reinstatement to state service. Applicants must indicate their eligible status in the title section of the Employment Application (STD. 678). For more information on the qualifications, please visit the California Department of Human Resources website at www.calhr.ca.gov. The STD. 678 may be obtained by visiting the Human Resources Office at Sonoma Developmental Center, other state agency human resources offices, or may be downloaded from the California Department of Human Resources website. Please mail or hand-deliver your application to the address indicated below. Appointments may be subject to Departmental Restriction of Appointment (DROA), State Restriction of Appointment (SROA), Surplus and Re-employment List procedures, pre-employment physical, drug screening, and fingerprint clearance. Applications will be reviewed and only the most qualified applicants will receive a selection interview. Based on the needs of the Hiring Authority, these positions may have the potential of becoming permanent.

Faxed applications or resumes not accompanied by official form STD. 678 will not be accepted for any reason.

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD-678) TO:

Sonoma Developmental Center
Human Resources Personnel Examination Department, Room #124
P.O. Box 1493 (please use for mailing)
15000 Arnold Drive
Eldridge, CA 95431 (707) 938-6494 (Please Contact Katrina Blankenship for questions specific to essential functions of the position only.)
Other questions and Civil Service Eligibility will be determined by the Human Resources Department at the Sonoma Developmental Center.

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

BRD: 12/19/14; FFD: Until; Class Code(s): 8161/8230